

Procedures for Referring Debt to the Department of the Treasury  
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The following procedures will be followed for referring delinquent debt to the Department of the Treasury:

- The Bureau of Land Management (BLM) National Business Center (NBC) will determine which delinquent debt meets the established criteria for being eligible for referral to the Department of the Treasury, e.g., over 180 days old.
- The NBC will notify the BLM State/Field Office of the debt that is going to be referred and allow the BLM State/Field Office a 2-week opportunity to provide the BLM NBC information if they do not want a debt referred.

The following situations would be valid reasons for not referring a debt to the Department of the Treasury:

- a. The BLM State/Field Office is negotiating a compromise settlement;
  - b. The debtor has died;
  - c. The debtor has filed for bankruptcy; or
  - d. The debt has been referred for litigation.
- Once the debt is referred to the Department of the Treasury, the BLM State/Field Office must cease any dealings with the debtor. The debtor will be told to contact the Department of the Treasury for any information or for making any payments.
  - If the debt cannot be collected by the Department of the Treasury, it will be returned to the BLM. At that point, the BLM NBC will write off the debt and issue a 1099C, Cancellation of Debt. See Attachment 2 for details on writeoffs.